



PREPARING FOR ENVIRONMENTAL AUDITS



- ✓ Identify activities that may impact the environment, human health and/or worker safety, such as:

- Emergency response to hazardous material releases (e.g., fuel and oil, chemicals)
- Fuel and oil storage and dispensing
- Hazardous material use and storage (e.g., janitorial and maintenance supplies)
- Lead-based paint or asbestos abatement
- Pesticide use
- Waste generation, collection and disposal

- ✓ Identify wastes or pollution that are generated from your operations. Prepare a waste inventory that identifies the types and generation rate for each waste stream:



- Solid waste (e.g., trash, recyclables, food waste, green waste, bulky appliances)
- Hazardous waste (e.g., waste paint, waste solvent, waste cleaners)
- Miscellaneous maintenance wastes (e.g., used oil, used antifreeze, dead batteries, burned out fluorescent light tubes, oily shop rags)
- Air pollution (e.g., from boilers, furnaces, generators, air conditioning, refrigeration equipment)
- Water pollution (e.g., from sewage, maintenance washwaters, stormwater runoff from construction maintenance and horse stable areas)

- ✓ Identify individuals as Points of Contact (POC) for programs that have environmental considerations. These programs may include:



- Energy and Water Conservation
- Environmental Management
- Green Procurement
- Hazard Communication
- Hazardous Waste Management
- Safety

- ✓ Identify existing environmental records for your operation and their location. Records may include, but are not limited to, the following:



Hazard Communication Records:

- Hazardous material inventories
- Material safety data sheet (MSDS) files
- Hazard Communication plan

Waste Records:

- Hazardous waste manifests
- Miscellaneous maintenance waste disposal receipts and contracts
- Hazardous waste, miscellaneous maintenance waste, and universal waste disposal tracking logs
- Solid waste disposal and recycling records and contracts

Maintenance Records for:

- Air conditioning and refrigeration equipment
- Grease traps
- Fuel tank leak detection and corrosion protection systems
- Wastewater and water treatment systems

Environmental Management System Documents:

- An Environmental Management Plan
- Policies
- Written standard operating procedures
- Job descriptions for staff with environmental responsibilities

Training Records for:

- Hazard communication
- Emergency response
- Respiratory protection
- Air conditioning and refrigeration service technician certification general environmental awareness

Other Environmental Program Plans:

- Spill control and contingency plan, risk management plan, loss control plan (i.e., how do you respond to a hazardous substance emergency?)
- Solid waste management plan
- Respiratory protection plan
- Green procurement plan

Other Records:

- Permits and registrations for wastewater discharges, air discharges, fuel and oil tanks, hazardous materials
- Energy and water conservation audit reports
- Green procurement records (e.g. energy efficient computers, water conserving fixtures, recycled content paper, rerefined motor oil, etc.)

- ✓ Talk with your staff. Explain that the audit is a chance to ask for onsite assistance with current business practices. Encourage staff to cooperate with the audit team.



For more information about the National Park Service Concession Environmental Management Program, call the GreenLine at 303/987-6913.